

SPO ALERT

Date: 10/21/2021

To: State Agencies

From: State Procurement Office

Re: SPO Academy - Contract Administration Training

Contract Administration Training				
Course	Session	Date	Time	Location
Contract Administration	ADCONTAD	10/27/21	1:00 pm - 2:30 pm	Webinar

Content Description:

Overview of the contract administration process which involves monitoring of suppliers, contractors, and service providers' performance in the fulfillment of their contractual obligations, contract implementation, scope, and terms and conditions.

Target Audience:

Chief Procurement Officers, Procurement Managers, Requisitioners, and Buyers

To register for a webinar visit TraCorp (<https://adoa.server.tracorp.com>), and login:

1. Click on Assigned Content
2. Type in the course number in the search field
3. Click on the down arrow next to the search box and select, "Entire Catalog"
4. Click on the search button, Magnifying Glass icon
5. Click on the search result
6. Click on the "Register" button

Users will receive an email with Webex registration information.

If there are any questions, please feel free to contact Joe Stubblefield, *SPO Chief Learning Officer* at joe.stubblefield@azdoa.gov or John Jimenez, *APP Training Manager* at John.Jimenez@azdoa.gov.